

Office of Water Meeting Request Form

Date Received in OW: _____

OFFICE OF WATER MEETING REQUEST FORM

FOR: David Ross ☒ Lee Forsgren ☒ Benita Best-Wong ☒

Subject: State/Tribal efforts to Assume dredged and fill permitting program (CWA §404(g))

Meeting Requested By: Cathy Libertz Date: _____

Office Director Approval: John Goodin Date: _____

Date Staff will be ready for this meeting by: 1/18/18

Latest date meeting can happen by: 2/2/18

Time Needed for meeting: 20 Minutes _____ 45 Minutes _____ 1 Hour ☒ Other _____

Purpose of the meeting: Provide AA with first of two briefings on status and key issues regarding the State/Tribal efforts to Assume dredged and fill permitting program including moving forward on Assumable Waters FACA recommendations.

AA decision expected?

Yes _____ No ☒

Provide AA with information?

Yes ☒ No _____

What specifically is to be decided or presented? Why is a meeting needed?

State/Tribal assumption of the CWA 404 dredged or fill permitting program is a high priority action for the Administration. AA will receive information on current state/tribal efforts, background on the requirements, key process steps and upcoming milestones for individual states/tribes as well as, policy direction on removing barriers to assumption (e.g., providing clarity on which waters are assumable).

Who will attend the meeting?

Mandatory Attendees (Give Full Names as listed in Outlook and Identify Office):

OWOW: John Goodin, Mindy Eisenberg, Michael McDavit, Catherine Libertz, Kathy Hurl

Optional Attendees (Give Full Names as listed in Outlook and Identify Office – please copy your own office's Special Assistant):

OWOW: Katherine Weiler, Hazel Groman, Sandra Connors

OGC: Simma Kupchan, Carrie Wehling

OECA: Jeffrey Speir,

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AA/DAA Conference Technology - Please check all that apply:

- **Presentation** (e.g., PowerPoint or video file(s) uploaded to computer) _____
- **Conference Call Line** _____
- **VTC** _____ [**VTC location(s)** (i.e., Region and room number) and a **VTC contact person(s)** must be provided to the OW-IO Schedulers no later than **24 hours in advance** of the meeting. If known at the time the meeting request form is submitted, please provide this information below.]

Conference line to use for phone-in attendees:

(NOTE: If your meeting will require a conference call line, please request that a conference call number be added to your meeting request form. It is recommended that you request that the OW IO scheduler use the conference call number for the appropriate OW manager being briefed, (i.e., Joel, Mike, or Ellen). If the program office chooses to use different conference call number for the meeting, the meeting POC will be responsible for opening the conference line with the appropriate PIN number.)

Person Providing Agenda for the Meeting:

Name: _____ **Phone:** _____

Person Providing Briefing Material (if any) for the Meeting:

Name: _____ **Phone:** _____

All meeting materials are due in BOTH hard copy and electronic copy no later than 3:00 p.m. the day before the meeting, unless the meeting is scheduled too late to allow this. Please provide one hard copy per OW principal attending.

- Your office's scheduler or SA will email all electronic copies to Crystal Penman and Ann Campbell (for Mike Shapiro) or Crystal Edwards and Ann Campbell (for Benita Best-Wong).
- Deliver hard copies to:
 - Crystal Penman: (3219 WJC East) for Mike Shapiro and Lee Forsgren
 - Crystal Edwards: (3223 WJC for) for Benita Best-Wong

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